

**From:** [Coleman, Sam](#)  
**To:** [Blanco, Arturo](#); [Edlund, Carl](#); [Garcia, David](#); [Gray, David](#); [Harrison, Ben](#); [Hill, Troy](#); [McDonald, James](#); [Phillips, Pam](#); [Payne, James](#); [Price, Lisa](#); [Seager, Cheryl](#); [Smith, Rhonda](#); [Gilrein, Stephen](#); [Taheri, Diane](#); [Honker, William](#); [Coleman, Sam](#); [Stenger, Wren](#)  
**Subject:** FW: Request from the Small Business Administration for Volunteers to Work on Hurricane Response Efforts (Applications due by Monday, September 25)  
**Date:** Tuesday, September 19, 2017 3:27:13 PM  
**Attachments:** [Detail Opportunity.pdf](#)  
[List of Vacancies.pdf](#)  
[Information for Dept leadership.pdf](#)  
[Detail Announcement.docx](#)  
[Application and Approval form.docx](#)  
[7600A Template.pdf](#)

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Please send to your staff

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**Subject:** Request from the Small Business Administration for Volunteers to Work on Hurricane Response Efforts (Applications due by Monday, September 25)

As I mentioned at the senior staff meeting yesterday, the United States Small Business Administration's Office of Disaster Assistance is looking for federal government employees to lend support to their Hurricane Harvey and Hurricane Irma recovery efforts. The SBA/ODA helps homeowners, renters, and businesses throughout the U.S. affected by natural disasters recover and rebuild their lives. The office accomplishes this goal not just through providing affordable, timely, and accessible financial assistance, but through the efforts of a national team of professionals. The attached SBA document provides detailed information on who may apply for a detail, the type of work, duration of the detail, compensation and other logistical information. Greater details on the positions, as well as any updates, may be found at <https://www.sba.gov/disaster-assistance/hurricane-response-jobs-sba>. Since the type of duties is much narrower in scope, I am sending this to the offices that potentially have skills that match SBA needs. Please forward this email to your staff.

SBA is interested in identifying volunteers with the following skills and experience:

- Loan Processing/Credit Analysis/Mortgage Underwriting
- Loss Verification

Legal Review (legal assistant/paralegal/attorney)

- Customer Service Representative (field)
- Customer Service Representative (call center)
- Information Technology (IT) Specialists
- HR Assistant
- Program Support Assistants

Employees interested in volunteering will need to submit an application and receive supervisory approval by Monday, September 25. In addition to other requirements, employees must have an EPA PIV card and federal government travel card to serve as a volunteer.

Those who are selected will have their base pay and overtime paid for by the SBA via an interagency agreement. Please note, details will commence once the IA has been established.

Submission of application materials and questions for your agency should be directed to Linda Gray ([Gray.Linda@epa.gov](mailto:Gray.Linda@epa.gov)) and Bobby Moore ([Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)) at 202-564-4606. If your staff is interested and have additional questions specific to the detail, please have them email [SBAVolunteers@sba.gov](mailto:SBAVolunteers@sba.gov) and use subject line "Detail Opportunity to ODA" to ensure accurate routing and prioritization.

Attachments (6)

Detail Opportunity

List of Vacancies

Information for Department/Agency Leadership

Detail Announcement

Application and Approval form

IAA Template